

# APPLICATION FORM

**Post applied for: Education Assistant – Pop up Cathedral**

### The following information will be treated in the strictest confidence

## PERSONAL DETAILS

**Surname:** ………………….……………………………… **Title:** ………………………………...

**First Names:** …………….……………………………………………………………………….....

**Present Address including postcode:** …………………………………………...………………

………………………………………………………………………………………………………...

**Telephone No:** ………………………………… **Mobile:** …………………………….…………

**Email:** ……………………………………………………………………………………………..…

**Are you involved in any activity, which might limit your availability to work, or your working hours e.g. Local Government? Yes/No**

**If YES, please give full details:** …………………………………………………………………...

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**Have you any convictions (other than spent convictions under the rehabilitation of Offenders Act 1974? Yes/No**

**If YES, please give full details:** …………………………………………………………….……

**NB This post is subject to enhanced Disclosure and Barring Services check**

**Do you need a work permit to take up employment in the UK? Yes/No**

**How much notice do you need to give your current employer?** …………………………

**EDUCATION** (Including Degrees, Diplomas, Qualifications, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since Age 11 | From | To | Examinations & Results |
|  |  |  |  |
| College or University | From | To | Courses & results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | | Subjects |
|  |  | |  |
| Membership of technical or professional bodies | | | |
|  | | | |

## EMPLOYMENT DETAILS

## PRESENT OR LAST EMPLOYER

**Are you currently employed? Yes/No**

**Name of Present or last Employer:** …………………………………………………………….

**Address:** ……………………………………………………………………………………………..

…………………………………………………………………………………………………………

**Telephone No:** …………………………… **email:** …………………..……………………..

**Nature of Business:** ………………………………………………………………………………..

**Job Title and brief description of your duties:**

**Length of Service: From:** ……………………… **To:** …………….……………..

**Reason for leaving:** ………………………………………………. …………….…………………

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

Please give details of your past employment, excluding your present or last employer, stating most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address of Employer | Dates | Position held/Main Duties | Reason for leaving |
|  |  |  |  |

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports club memberships)**

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|  |

**SUPPLEMENTARY INFORMATION**

In the light of both the job description and person spec please explain, by reference to specific achievements/examples from your career to date, how you meet the particular requirements of the role

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| **Data Protection** |
| In accordance with the Cathedral’s Data Protection Policy the information that you provide on this form, and that obtained from other relevant sources, will be securely stored and used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. In addition, we may use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected against other information held by us or with third parties. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  Application forms and any other information obtained of unsuccessful candidates will be destroyed after 6 months. |

|  |
| --- |
| **Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees [and office holders] of the national church [diocese]) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.**  **Please confirm that you are able to comply with this** YES NO |

**DECLARATION**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.**

**Signed:** ....................................................................................... **Date:** ................................................

**REFERENCES** Please give the names of two people whom we may approach for a reference (one of these should be your present or most recent employer).

Can we approach your current employer before an offer of employment is made? **Yes/No**

**Name:** ……………………………………………………………..…………..………….….

**Company or Organisation:** …………………………………..……………………….…..

**Position:** ……………………………………………………..……………..…………….…..

**Address:** ………………………………………………………………………………….….

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**Telephone:** ……………….……… **Email:** ………………….………………….…….

**Name:** ……………………………….………………………………………………...…….

**Company or Organisation:** ……………………………………………………….……..

**Position:** ………………………………………………………………………………..…...

**Address:** ……………………………………………………………………………..…........

**Telephone:** ………………………… **Email:**…………………….………………..……

**Please complete and return this form with a covering letter addressed to:**

Liz Snowball, Cathedral Office Manager liz.snowball@portsmouthcathedral.org.uk

Closing date for applications: 9.00am Wednesday 23rd October 2019

Interviews: Thursday 31st October 2019